

IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 6/1/2018

BOARD MEMBERS PRESENT: Joshua R Thompson - Chair
Cathy Hart
Mary E Leonard

BOARD MEMBERS ABSENT: John H Williams
Zendi F Meharry

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Admin. Support Manager
Roger Hales, Legal Counsel
Betsy Duncan, Technical Records Specialist II

OTHERS PRESENT: Kris Ellis, Idaho Healthcare Association

The meeting was called to order at 9:03 AM MDT by Joshua R Thompson.

APPROVAL OF MINUTES

Ms. Leonard made a motion to approve the minutes of 4/27/2018. It was seconded by Ms. Hart. Motion carried.

OLD BUSINESS

The Board reviewed the To Do List.

EXECUTIVE ORDER

The Board reviewed the draft of the Executive Order response. Ms. Hart made a motion to approve the draft pending only final edits and approval by Mr. Thompson. Once approved, the final version will be submitted to the Lt. Governor's Office. It was seconded by Ms. Leonard. Motion carried.

APPLICATION FORMS

The Board reviewed application forms with modifications for implementation of HB 409, changing the requirement for the Nursing Home Administrator-In-Training to 1,000 hours after July 1, 2018.

Ms. Leonard made a motion to approve the Preceptor Registration with modifications. It was seconded by Ms. Hart. Motion carried.

Ms. Leonard made a motion to approve the Endorsement Application with modifications. It was seconded by Ms. Hart. Motion carried.

Ms. Leonard made a motion to approve the Administrator-In-Training application with modifications. It was seconded by Ms. Hart. Motion carried.

Ms. Leonard made a motion to modify the Quarterly Report title to Administrator-In-Training Report, Suggested Time Allocations for Domains, and to make other noted modifications. It was seconded by Ms. Hart. Motion carried.

Ms. Hart made a motion to approve the Preceptor Agreement with modifications. It was seconded by Ms. Leonard. Motion carried.

LAW AND RULE CHANGE IMPLEMENTATION

The Board reviewed a letter to notify current trainees who could be affected by HB 409. Ms. Leonard made a motion to approve the letter. It was seconded by Ms. Hart. Motion carried.

Ms. Hart made a motion that Bureau staff modify the letter that currently goes to new trainees to reflect the change to 1,000 hours of training. It was seconded by Ms. Leonard. Motion carried.

Ms. Leonard made a motion to direct Mr. Hales to draft a temporary rule change to update Board Rule 300 (Endorsement) to reflect the requirement of 1,000 hours of training. Ms. Hart seconded it. Motion carried.

NEW BUSINESS

CORRESPONDENCE

Correspondence from Shari Alvari was reviewed by the Board. It asked whether letters of reference, which are submitted with an application for administrator-in-training, can be used again for an application for full licensure. It was noted that reference letters are not a requirement of the administrator-in-training application.

Ms. Leonard made a motion that if letters of reference are provided with the administrator-in-training application, they can be used for the application for full licensure. It was seconded by Ms. Hart. Motion carried.

Ms. Leonard made a motion directing Bureau staff to respond to Ms. Alvari's inquiry. It was seconded by Ms. Hart. Motion carried.

EXECUTIVE SESSION

Ms. Hart made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Leonard. The vote was: Ms. Hart, aye; Ms. Leonard, aye; and Mr. Thompson, aye. Motion carried.

Ms. Hart made a motion to come out of executive session. It was seconded by Ms. Leonard. The vote was: Ms. Hart, aye; Ms. Leonard, aye; and Mr. Thompson, aye. Motion carried.

CONTINUING EDUCATION COURSE APPLICATION REVIEW

Ms. Hart made a motion to approve the Idaho Department of Health and Welfare.

Conducting Serious Incident Investigations

It was seconded Ms. Leonard. Motion carried.

REQUEST FOR RECONSIDERATION

The Board reviewed a request for reconsideration of a denied application. Ms. Leonard made a motion to approve Brandi Jeffries for an administrator-in-training program with a letter quoting Board Rule 400.02. It was seconded by Ms. Hart. Motion carried.

APPLICATIONS

Ms. Leonard made a motion to approve application 901158773 pending receipt of additional information and Board Chair review. It was seconded by Ms. Hart. Motion carried.

Ms. Leonard made a motion to table application 901158964 for more information. It was seconded by Ms. Hart. Motion carried.

Ms. Leonard made a motion to approve for administrator-in-training and offer the choice of delaying commencement to after July 1, 2018:

DOUGHERTY RITA NHAA 1201

It was seconded by Ms. Hart. Motion carried.

Ms. Leonard made a motion to approve for licensure:

WELKER THOMAS NHAA 1200

It was seconded by Ms. Hart. Motion carried.

Ms. Leonard made a motion to have the Bureau respond to an applicant requesting continuation of an administrator-in-training program and approval of hours logged under an unassigned supervisor. The motion included direction to the Bureau to inform the applicant that only hours logged and submitted under the assigned supervisor can be approved and that the applicant can reapply under the new training requirement after July 1, 2018. It was seconded by Ms. Hart. Motion carried.

CONTINUING EDUCATION FOR REINSTATEMENT

Ms. Leonard made a motion to approve the CE for reinstatement submissions. It was seconded by Ms. Hart. Motion carried.

NEXT MEETING was scheduled for July 20, 2018 at 9:00 AM MDT.

PROPOSED LAWS AND RULES

Mr. Hales will submit legislative ideas for administrator-in-training time frames, reporting, and renewal. He will also draft rules for preceptor changes.

EXECUTIVE ORDER APPROVAL

The modified executive order draft was provided for re-review. Mr. Thompson approved it as the final version, with detail on the denied applications section to be added by Bureau staff.

ADJOURNMENT

Ms. Hart made a motion to adjourn the meeting at 11:48 AM MDT. It was seconded by Ms. Leonard. Motion carried.

Joshua R Thompson, Chair

John H Williams

Cathy Hart

Mary E Leonard

Zendi F Meharry

Tana Cory, Bureau Chief